

# Job Opportunity

## Staff Services Manager II (Supervisory)

One (1) Position Available

Posting Date: July 28, 2017

### THIS MAY BE THE JOB FOR YOU!

The California State Library is a small and dynamic state agency that is looking for employees who are interested in challenging but rewarding job opportunities. Our Administrative Services Bureau Fiscal Services Section is seeking an enthusiastic and motivated person for its Fiscal Officer (Staff Services Manager II, Supervisory) position. Under the general direction of the Chief of Administrative Services (CEA A), the incumbent is responsible for the fiscal integrity, operations and services of the California State Library. This includes managing State Library budgeting, accounting, and local assistance processes and programs.

### DESIRABLE QUALIFICATIONS

A complete listing of the Desirable Qualifications can be found in the [CalCareers](#) job posting.

### APPLICATION PROCESS

#### Establish Eligibility

Current state employees with a status as a Staff Services Manager II (Supervisory) or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply.

If you are not currently on the Staff Services Manager II (Supervisory) exam list, you may take the exam here: [Staff Services Manager II \(Supervisory\)](#)

#### Apply for the Position

Complete a [STD 678](#), which is the standard state examination/employment application form, with original signature. Clearly indicate the basis of eligibility (list, transfer, or reinstatement [do not notate LEAP eligibility]) in the "Explanations" section. In addition,

- Attach all required supporting documents (e.g., transcripts/diploma, resume, cover letter) to your application; and
- Mail or deliver your completed application to the California State Library  
Mail  
Human Resources Services Office  
PO Box 942837  
Sacramento, CA 94237  
In person  
HRSO Drop Box – CSL Annex  
900 N Street, 1<sup>st</sup> floor  
Electronic application  
Through your [CalCareer Account](#)

### ADDITIONAL INFORMATION

**A Statement of Qualifications (SOQ) is required in order to be considered for this position.** Please respond to the questions listed in the SOQ section in the [CalCareers](#) job posting.

SROA/Surplus candidates are encouraged to apply. Appointment is subject to SROA/Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the [Staff Services Manager II \(Supervisory\) Minimum Qualifications](#). All methods of appointment, including Training and Development assignments, will be considered. A 120 day candidate pool will be established for subsequent vacancies.

#### EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (including pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



- ◆ PC# 2179
- ◆ Permanent/Full-time
- ◆ \$6,245 — 7,760/Month
- ◆ Final File Date:  
**August 11, 2017**

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services Bureau, and Administrative Services Bureau.

The State Library serves the people of California in several ways:

- ◆ It is the central reference and research library for state government and the Legislature.
- ◆ It provides non-partisan research to the Legislature and the Governor.
- ◆ It collects, preserves, generates and disseminates information from California's priceless historical items to today's online texts.
- ◆ It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs and services.

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